

Community Use of School Facilities: Fees

Groups applying to use of school facilities for their activities usually fall into one of five categories. The following are guidelines to be adhered to by Stafford County school administrators in determining the use of school facilities by outside groups. Nothing in the guidelines absolves the building principal of the responsibility for the facilities under his/her charge. He/she may deny the use of the facilities in question to any group in any category. The group or organization whose request is denied by the principal may take their request to the superintendent.

CATEGORY I - Recreation Department

School buildings will be made available to the Stafford County Recreation Department when not being used for school related activities or when the use of the facility will not create a hardship for the school. The Recreation Department will pay custodial fees and the cost of supervision by a school employee. When school personnel are not available for supervision activities, trained personnel recommended by the Recreation Department and approved by the principal will be used.

Outside school facilities will be made available to the Recreation Department when not being used for school related activities or when the use of the facility will not create a hardship for the school. When the activity requires the use of recreational lighting, the cost of the lighting will be paid by the Recreation Department (except in case of tennis courts, School Board pays). The Recreation Department will provide supervision and be responsible for policing the area at the culmination of the activity.

CATEGORY II - Governmental Agencies (such as Fire Department, Sheriff's Office, etc.) and chartered nonschool children and/or located in Stafford County.

Areas within school buildings will be made available after school hours for weekday (Monday through Friday) meetings of a non-fundraising nature provided that the facility is not being used for school related activities and further provided that such use will not create a hardship for the school. Governmental agencies and

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chartered groups affiliated with national or state organizations shall not be charged a building usage fee for such meetings and generally shall not be charged a custodial fee provided that the building is left in a reasonably clean condition as determined by the principal. A fee for supervision services shall be charged if such services in the judgment of the principal must be provided by sole reason of the agency or group using school facilities on a particular day and time. Areas which will be made available without fee are limited to:

Elementary School - classrooms, cafeteria, multi-purpose room.

Middle School - classrooms, cafeteria.

High School - classrooms, cafeteria.

Areas within school buildings will be made available for weekend (Saturday and Sunday) meetings of a non-fundraising nature provided that the facility is not being used for school related activities and further provided that such use will not create a hardship for the school. Governmental agencies and chartered groups affiliated with national or state organizations shall not be charged a building usage fee for the first such meeting occurring during the then current school year. Thereafter for each such meeting, agencies and groups shall be charged the Category IV building usage fee. Custodial and supervision fees shall be charged for each weekend meeting including the first such meeting. Areas which will be made available without fee are limited to:

Elementary School - classrooms, cafeteria, multi-purpose room.

Middle School - classrooms, cafeteria.

High School - classrooms, cafeteria.

A fee shall be charged at the rate set forth in Category IV for any and all use of the gymnasium or auditorium. Additionally, the use of such facilities shall result in a fee being assessed for custodial and supervision services and use of the parking lot.

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Governmental agencies and chartered groups affiliated with national or state organizations may use school buildings for fundraising activities subject to the conditions listed above. Appropriate fees shall be charged at the Category IV Schedule rate for each such use including fees for building usage, custodial services, and supervision services, and parking lot.

Outside school facilities will be made available to Governmental agencies and chartered groups affiliated with national or state organizations provided that the facilities are not being used for school related activities, such use will not create a hardship for the school, and such use is not for a fundraising purpose. When the activity of the agency or group requires the use of recreational lighting, the cost of the lighting will be paid by the agency or group. The agency or group shall provide appropriate supervision, shall police the area at the culmination of the event, and shall be responsible for removal of any litter resulting from the activity,

In the event that inclement weather results in the closing of school or in the early dismissal of school all activities shall be canceled and the use of school facilities by any agency or group shall be canceled during such period.

CATEGORY III - Non-Profit Stafford County Recreational Organizations

Any organization falling in the above category will be assessed the following fees for the use of school facilities. To be considered a non-profit organization, the organization may be required to provide proof of tax-exempt, non-profit status and furnish their appropriate tax-exempt number. Non-profit Stafford County recreational organizations that are not sponsored by the Stafford County Recreation Department will be classified under this category.

The Stafford County Recreation Department shall be recognized as the scheduling authority and is authorized to charge an administrative/field usage fee for all non-profit Stafford County recreational organizations requesting the use of indoor and outdoor recreational facilities at all

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elementary, middle, and secondary schools with the school division.

Non-profit Stafford County recreational organizations requesting facilities for non-school related recreational programs shall contact the Stafford County Recreational Department to schedule available school recreational facilities.

Elementary School Facilities:

Cafeteria \$50.00 plus a surcharge of \$5.00 per hour for usage over two (2) hours.
Supervision fee will be charged in addition to building usage fees and in most cases this will be the cafeteria manager.

Custodial fees may be waived if the group using the cafeteria leaves it in an acceptable condition as determined by the supervisor.

Classrooms Upon approval of the principal, classrooms may be used for meeting purposes with no charge except for supervision and custodial fees.

Parking Lot \$25.00 plus a surcharge of \$5.00 per hour for noncommercial usage over five (5) hours.

\$125.00 plus a surcharge of \$25.00 per hour for commercial usage over six (6) hours.

Supervision and custodial fees will be charged. All other personnel fees will be charged as deemed necessary by the principal.

Fields Stafford County Recreation Department
Will establish field usage fees.

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Cafeteria \$50.00 plus a surcharge of \$5.00 per hour for usage over two (2) hours. Supervision fee will be charged in addition to the building usage fees.

Custodial fees may be waived if the group Using the cafeteria leaves it in an acceptable condition as determined by the supervisor (usually the cafeteria manager).

Gymnasium \$6.00 plus a surcharge of \$2.00 per Hour for usage over two (2) hours.

Supervision and custodial fees will be Charged in addition to the building usage Fees. Other personnel fees may be charged if deemed necessary by the principal.

Auditorium \$50.00 plus \$5.00 per hour for usage fee over two (2) hours. Supervision and custodial fees will be charged in addition to building use fees. Other personnel fees may be charged if deemed necessary by the principal.

Rehearsal sessions shall be limited to two (2) nights at regular rates and fees.

Classrooms Upon approval of the principal, classrooms may be used for meeting purposes with no charge except for supervision and custodial fees.

Parking Lot \$25.00 plus a surcharge of \$5.00 per hour for noncommercial usage over five (5) hours.

\$125.00 plus a surcharge of \$25.00 per hour for commercial usage over six (6) hours.

Supervision and custodial fees will be charged. All other personnel fees will be charged as deemed necessary by the

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principal.

Fields Stafford County Recreation Department
will establish field usage fees.

High School Facilities:

Cafeteria \$75.00 plus a surcharge of \$5.00 per
hour for usage over two (2) hours. If
cafeteria or custodial personnel are
required in addition to supervision
personnel (at the rate of \$16.00 per hour),
they are to be paid at the rate of \$10.00
per hour each. Other personnel fees may be
charged as deemed necessary by the
principal.

Gymnasium \$8.00 plus a surcharge of \$3.00 per
hour for usage over two (2) hours.
Supervision and custodial fees will be
charged in addition to the building usage
fee. Other personnel fees may be charged as
deemed necessary by the principal.

Auditorium \$100.00 plus a surcharge of \$5.00
per hour for usage over two (2) hours,
supervision fee of \$16.00 per hour and
custodial fees of \$10.00 per hour per
custodian. Technical (lighting or sound)
assistance of \$10.00 per hour will be
charged if needed. Other personnel fees may
be charged as deemed necessary by the
principal.

Rehearsal sessions shall be limited to two
(2) nights at regular rates and fees.

Classrooms Upon approval of the principal,
classrooms may be used for meeting purposes
with no charge except for the supervision
fee of \$16.00 per hour and the custodial fee
of \$10.00 per hour.

Parking Lot \$25.00 plus a surcharge of \$30.00 per
hour for noncommercial usage over five
(5) hours.

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\$125.00 plus a surcharge of \$30.00 per hour for commercial usage over six (6) hours.

Supervision and custodial fees will be charged. All other personnel fees will be charged as deemed necessary by the principal.

Fields Stafford County Recreation Department will establish field usage fees.

The following Stafford County School Board fee schedule for personnel shall be applicable for Category III "Non-profit Stafford County Recreational Organizations" that use the cafeteria, auditorium, and classrooms:

Supervision fee	\$16.00 per hour
Custodial fee	\$10.00 per hour
Cafeteria Worker(s) fee	\$10.00 per hour
Security Guard(s) fee	\$10.00 per hour
Technician(s) fee	\$10.00 per hour

Generally, the supervision fee and the custodial fee will be applicable for events held in the above-mentioned facilities.

Security guard fees will be charged for events open to the public as follows:

Projected Attendance

0	-	400	Two
401	-	700	Three
701	-	1,000	Four
1,000+	-		Five

The principal will determine the need for other or additional personnel as listed on a case-by-case basis.

The following Stafford County Recreation Department fee schedule for personnel shall be applicable for Category III, "Non-profit Stafford County Recreational Organizations" that use the gymnasium and athletic fields:

Supervision fee	\$10.00 per hour
Custodian fee	\$10.00 per hour
Ballfield/Maintenance Worker fee	\$16.00 per hour

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The Stafford County Recreation Department administration will determine the need for additional personnel as listed on a case-by-case basis.

The following Stafford County Recreation Department fee schedule is applicable for only Category III, "Non-profit Stafford County Recreation Organizations" that use the athletic fields:

Football field (middle schools)	\$5.00 per hour
Baseball field (middle & secondary schools)	\$5.00 per hour
Soccer field (middle & elementary schools)	\$5.00 per hour
Lighted fields	\$30.00 per night
Baseball score boards	\$15.00 per day

CATEGORY IV - Non-Profit Stafford County Church Civic and Community Organizations

Any organization falling in the above category will be assessed the following fees for the use of school facilities. To be considered a non-profit organization, a group may be required to provide proof of tax-exempt, non-profit status and furnish their appropriate tax-exempt number.

Elementary Schools

Cafeteria \$75.00 plus a surcharge of \$10.00 per hour after two (2) hours. Supervision fee will be charged in addition to building usage fees and in most cases this will be the cafeteria manager.

Custodial fee may be waived if the group using the cafeteria leaves it in an acceptable condition as determined by the supervisor.

Classrooms Upon approval of the principal, classrooms may be used for meeting purposes with no charge except for supervisory and custodial fees.

Parking Lot \$50.00 plus a surcharge of \$7.00 per

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hour for noncommercial usage over five (5) hours.

\$150.00 plus a surcharge of \$30.00 per hour for commercial usage over six (6) hours.

Supervision and custodial fees will be charged. All other personnel fees will be charged as deemed necessary by the principal.

Middle Schools

Cafeteria \$75.00 plus a surcharge of \$10.00 per hour for usage over two (2) hours. Supervision fee will be charged in addition to building usage fees.

Custodial fees will be waived if the cafeteria is left in an acceptable condition as approved by the supervisor (usually the cafeteria manager).

Gymnasium \$125.00 plus a surcharge of \$10.00 per hour for usage over two (2) hours.

Supervision and custodial fees will be charged in addition to the building usage fees. Other personnel fees may be charged if deemed necessary by the principal.

Auditorium \$75.00 plus a surcharge of \$10.00 per hour for usage over two (2) hours. Supervision and custodial fees will be charged in addition to building use fees. Other personnel fees may be charged if deemed necessary by the principal.

Rehearsal sessions shall be limited to two (2) nights at regular rates and fees.

Classrooms Upon approval of the principal, classrooms may be used for meeting purposes with no charge except for supervision and custodial fees.

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Parking Lot \$50.00 plus a surcharge of \$7.00 per hour for noncommercial usage over five (5) hours.

\$150.00 plus a surcharge of \$30.00 per hour for commercial usage over six (6) hours.

Supervision and custodial fees will be charged. All other personnel fees will be charged as deemed necessary by the principal.

High Schools

Cafeteria \$100.00 plus a surcharge of \$10.00 per hour for usage over two (2) hours. If cafeteria or custodial personnel are required in addition to supervision personnel (at the rate of \$16.00 per hour), they are to be paid at the rate of \$10.00 per hour each. Other personnel fees may be charged as deemed necessary by the principal.

Gymnasium \$150.00 plus a surcharge of \$10.00 per hour for usage over two (2) hours, supervision fee of \$16.00 per hour and custodial fees of \$10.00 per hour per custodian. Other personnel fees may be charged as deemed necessary by the principal.

Auditorium \$150.00 plus a surcharge of \$10.00 per hour for usage over two (2) hours, supervision fee of \$16.00 per hour and custodial fees of \$10.00 per hour per custodian. Technical (lighting or sound) assistance of \$10.00 per hour will be charged if needed. Other personnel fees may be charged as deemed necessary by the principal.

Rehearsal sessions for all areas are limited to two (2) nights at regular rates.

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Classrooms Upon approval of the principal, classrooms may be used for meeting purposes with no charge except for the supervision fee of \$16.00 per hour and the custodial fee of \$10.00 per hour.

Parking Lot \$75.00 plus a surcharge of \$10.00 per hour for noncommercial usage over five (5) hours.

\$175.00 plus a surcharge of \$35.00 per hour for commercial usage over six (6) hours.

Supervision and custodial fees will be charged. All other personnel fees will be charged as deemed necessary by the principal.

Category IV groups using the school facilities to raise money, where all or a portion of the profits are returned to the school, may, with the approval of the principal, use the facilities without charge except for supervisory and custodial fees.

CATEGORY V - Building Usage Fees

Any other organization or group desiring to use Stafford County school facilities, other than the groups falling in the above categories, will have to petition the superintendent or his/her designee in order to use school facilities. Fees for the use of facilities for Category V groups have been set by the School Board. In certain situations, the administration may opt to receive a percentage of the gate or the set fee whichever is greater. Established fees are subject to change without notice.

In addition to the schedule of building fees, personnel required (as determined by the principal) will be paid as follows:

Supervision Fee	\$16.00 per hour
Custodial Fee	\$10.00 per hour (each)
Cafeteria Worker Fee	\$10.00 per hour
Security Guard Fee	\$10.00 per hour (each)
Technician Fee	\$10.00 per hour

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The number of workers in each category needed will depend on the event and will be determined by the principal.

Elementary School:

Cafeteria \$200.00 plus a surcharge of \$50.00 per hour after two (2) hours.

Supervision and custodial fees will be charged. If kitchen is used, the cafeteria worker fee will be charged for each worker. All other personnel fees will be charged as deemed necessary by the principal.

Parking Lot \$200.00 plus a surcharge of \$50.00 per hour after two (2) hours.

Supervision and custodial fees will be charged. All other personnel fees will be charged as deemed necessary by the principal.

Middle Schools:

Cafeteria \$200.00 plus a surcharge of \$50.00 per hour after two (2) hours.

Supervision and custodial fees will be charged. If kitchen is used, the cafeteria worker fee will be charged for each worker. All other personnel fees will be charged as deemed necessary by the principal.

Gymnasium \$300.00 plus a surcharge of \$50.00 per hour after two (2) hours.

Supervision and custodial fees will be charged. All other personnel fees will be charged as deemed necessary by the principal.

Auditorium \$250.00 plus a surcharge of \$50.00 per hour after two (2) hours.

Supervision and custodial fees will be

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charged. All other personnel fees will be charged as deemed necessary by the principal.

Rehearsal sessions for all areas are limited to two (2) nights at regular rates.

Parking Lot \$300.00 plus a surcharge of \$50.00 per hour after two (2) hours.

Supervision and custodial fees will be charged. All other personnel fees will be charged as deemed necessary by the principal.

High Schools:

Cafeteria \$300.00 plus a surcharge of \$50.00 per hour after two (2) hours.

Supervision and custodial fees will be charged. If kitchen is used, the cafeteria worker fee will be charged for each worker. All other personnel fees will be charged as deemed necessary by the principal.

Gymnasium \$400.00 plus a surcharge of \$50.00 per hour after two (2) hours.

Supervision and custodial fees will be charged. All other personnel fees will be charged as deemed necessary by the principal.

Auditorium \$400.00 plus a surcharge of \$50.00 per hour after two (2) hours.

Supervision and custodial fees will be charged. All other personnel fees will be charged as deemed necessary by the principal.

Rehearsal sessions for all areas are limited to two (2) nights at regular rates.

Parking Lot \$400.00 plus a surcharge of \$50.00 per

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hour after two (2) hours.

Supervision and custodial fees will be charged. All other personnel fees will be charged as deemed necessary by the principal.

For events open to the public and for which admission is charged, or for which fees are charged for participants, the school will receive twenty-five percent (25%) of the gross receipts, either admission or fees, or the stated regular rental charges, whichever is greater.

COMMUNITY USE OF BUILDING - PERSONNEL FEE SCHEDULE

The following fee schedule for personnel shall be applicable division-wide for categories II, IV and V of community use of school facilities:

Supervision fee	\$16.00 per hour
Custodial fee	\$10.00 per hour
Cafeteria Worker fee	\$10.00 per hour
Security Guard fee	\$10.00 per hour
Technician fee	\$10.00 per hour

Generally, the supervision fee and the custodial fee will apply for all events.

Security guard fees will be charged for events open to the public as follows:

Projected Attendance

0	-	400	Two
401	-	700	Three
701	-	1,000	Four
1,000+	-		Five

The principal will determine the need for other or additional personnel as listed on a case-by-case basis.

Approved by Division Superintendent: December 8, 1992

Revised by Superintendent: February 11, 1997